



Policy: 3060
Procedure: 3060.09
Chapter: Medication Administration
Rule: Provider's Orders

Effective: 1/21/09
Replaces: N/A
Dated: N/A

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) ensures that a process to communicate and verify Health Care Provider medication orders is in place.

Rules:

1. The **PRESCRIBING PROVIDER** shall:
 - a. Order medications (and all other orders) by writing the order on a prescription form if applicable; and
 - b. Write the order in the juvenile's medical record, either on the Physician's Orders section or incorporated into the Subjective, Objective, Assessment, Plan (SOAP) note under Plan; and
 - c. Place the record in the designated location for records with new orders.
2. The **CORRECTIONAL REGISTERED NURSE (CRN) OR INSTITUTIONAL LICENSED PRACTICAL NURSE (ILPN)** shall:
 - a. Review the Physician's Orders section as well as the last SOAP note.
 - i. Consider information in the Plan section of the SOAP note as a provider order.
 - b. Send the written prescription for medication, either physically or electronically to the ADJC Pharmacist.
 - i. Send all hand written prescriptions for any controlled drug.
 - c. Complete a Medication Administration Record (MAR) if one has not been generated by the pharmacy;
 - d. Maintain, in the Health Unit, a record of each medication order written on a prescription form until the medication is received and documented as such;
 - e. Refer to the pharmacy-dispensed medication container and/or the order written in the juvenile's medical record to verify and confirm that a legal medication order exists.
 - i. Direct any further questions to the pharmacist and/or provider.
 - f. Upon receipt of a medication discontinuation order,
 - i. Strike out the medication order with a yellow highlight marker and write "discontinued," date, and nurse's initials on the MAR; and
 - ii. Write "discontinued," date, and nurse's initials on the pharmacy-dispensed medication container and send the container back to the pharmacy.
 - g. Upon receipt of a new MAR, line out the current MAR, remove the old MAR, and place in juvenile's chart;
 - h. Transfer handwritten medications/orders to the new MAR unless written on a separate sheet
 - i. Annotate the sheet to note actual page of a number of pages; i.e. page 1 of 2.

Signature Date

1/21/2009

Approved by Process Owner


Robert D. Jones, MD CCHP Medical Director

Effective Date

1/21/09

Approved by


Michael D. Branham, Director